

**USOE TESTING PRE-PRINT FILE LAYOUT  
FOR PRE-PRINT OF STUDENT TESTING FORMS AND  
PRE-LOADING ONLINE GROUPS  
(Updated: December 28, 2006)**

**Upload Method:**

The pre-print file can **ONLY** be submitted via our online pre-print validation system at:

<https://cs.schools.utah.gov/assessment/>

Before submitting a file, it must first pass all edits at the LEA using the program designed to be loaded and run at the LEA. This program can be obtained at the above site. This site requires a USERID and PASSWORD. For inquiries about this site and/or process, contact Sharon Marsh (538-7915 ; [sharon.marsh@schools.utah.gov](mailto:sharon.marsh@schools.utah.gov))

**File Sequence:**

- Paper/Pencil (pre-print):

Your forms will be printed in the sequence they appear on your pre-print file. In most cases, these files will come in to USOE in district, school, student name sequence. If you would like USOE to pre-print your tests or barcode labels by course & section or teacher, please supply an identifying COURSE/SECTION NUMBER or TEACHER NUMBER in "group/teacher identifier" (columns 16-24) followed by **any two characters** in "section/sequence identifier" (columns 25-26). When the pre-print program detects "section/sequence identifier" being ***non-blank*** in the first record encountered with the Paper Pencil / Online flag set to "P", the NUMBER will appear as part of the heading that is printed on the student's testing form. This will allow you to identify which tests go to which teacher.

- Online (pre-load):

Online testing "groups" will be established using the "group/teacher identifier" (columns 16-24) and "section/sequence identifier" (columns 25-26) for those records with 'O' in "Paper Pencil/ Online flag". The "group/teacher identifier" can contain the COURSE/SECTION NUMBER or TEACHER NUMBER. The "section/sequence identifier" ***must be*** 2 digits (cannot be blank) and should be the "class" identifier for the particular COURSE/SECTION or TEACHER.

**File Naming Convention:**

For "NRT" testing, we need a separate file for each grade level to be tested. Please use the format:

GRADES 3, 5, and 8 → ITBS???.TXT where ?? is replaced with the numeric grade

GRADE 11 → ITED???.TXT where ?? is replaced with the numeric grade

**Example:** Third grade student file would be named → **ITBS03.TXT**  
Eleventh grade student file would be named → **ITED11.TXT**

For "CRT" testing a separate file is needed for each test given. The name must be the as outlined in the "Pre-print File Name Specification" at the validation site indicated above.

**Example:** A Math level 7 test could be named → **MA0707.TXT**  
 A Biology test could be named → **BI0912.TXT**

**Note:** Please use the extension **".TXT"** for all pre-print files.

### TESTING PRE-PRINT / PRE-LOAD FILE LAYOUT

Name	Type	Length	-Positions-		Notes
			Start	End	
District Number	Alphanumeric	02	001	002	
School Number	Numeric	03	003	005	
Student Identifier (LEA)	Numeric	10	006	015	MUST be numeric and unique. If less than 10 digits, left justify with trailing blanks
Group/Teacher Identifier	Numeric	09	016	024	MUST be numeric - can be Course/section or teacher num
Section/sequence ident	Numeric	02	025	026	PP - BLANK or any two char
Grade Level	Numeric	02	027	028	ONL - class or section Include a leading zero for grades K-9 (I.E. 00, 01, etc)
Student Last Name	Alpha	14	029	042	
Student First Name	Alpha	09	043	051	
Student Middle Initial	Alpha	01	052	052	
Student Gender	Alpha	01	053	053	Only <b>M</b> or <b>F</b>
Student Ethnicity	Alpha	01	054	054	Only <b>A, B, C, H, I, P, U</b>
Student Birth Date	Numeric	06	055	060	Format: <b>YYMMDD</b>
Migrant Student indicator	Alpha	01	061	061	<b>Y</b> or blank
Special Ed. indicator	Alpha	01	062	062	<b>Y</b> or blank
Low Income	Alpha	01	063	063	<b>F, R, Y</b> or blank
LEP code	Alpha	01	064	064	<b>A, B, C, D, E</b> or blank
Title 1 code	Alpha	01	065	065	<b>R, M, B</b> or blank
SSID	Numeric	10	066	075	MUST be numeric and unique. If less than 10 digits, left justify with trailing blanks
Paper Pencil / Online flag	Alpha	01	076	076	<b>P</b> or <b>O</b> , cannot be BLANK